



REQUEST FOR PROPOSALS FOR MANAGED PRINT SERVICES

The City of Bloomington is seeking qualified proposals for managed print services. For the purpose of this Request for Proposal (RFP), managed print services shall be defined as services that include maintenance, repair and consumable supplies for the City's laser jet printer fleet. The contract resulting from this RFP will be a three (3)-year term contract. The RFP describes the services involved and the process for selecting the firm to be awarded a contract.

Copies of this Request for Proposals are available from the City's Purchasing Office; **to receive a copy of the RFP, email Purchasing@BloomingtonMN.gov.**

Interested vendors should submit four (4) complete paper copies of their proposal as well as one (1) complete electronic copy on CD-ROM or USB flash drive (CD or flash drive with Microsoft Office or Adobe Acrobat Reader software) not later than **11:00 A.M., CDT, Thursday, September 24, 2015**. Late proposals will not be accepted. No responses will be accepted via facsimile or email.

Proposals must be submitted to Heather Forcier Boettcher, Purchasing Agent at 1800 West Old Shakopee Road, Bloomington, Minnesota 55431. Proposals must be sealed in a mailing envelope or package and clearly identified as **"PROPOSAL FOR MANAGED PRINT SERVICES"** with the vendor's name and address clearly printed on the outside.

The City of Bloomington reserves the right to reject any or all proposals, to waive informalities, to award the contract in whole or in part, and to award to the vendor the City determines is in the City's best interest.

CITY OF BLOOMINGTON

Heather Forcier Boettcher
Purchasing Agent